

**Aubrey Kagan**

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**From:** Element K tips [tips@offers.elementkjournals.com]  
**Sent:** April 5, 2004 4:20 PM  
**To:** akagan@emphatec.com  
**Subject:** IME Tip: Easily remove all non-text entries from a worksheet (Excel 97/2000/2001/2002)

Dear Microsoft Excel Tips subscriber,

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\*\*\*\*\* THE TIP \*\*\*\*\*

Easily remove all non-text entries from a worksheet (Excel 97/2000/2001/2002)

Even though using a worksheet template is usually considered the ideal solution, it's common to just base an Excel workbook on an already existing file when you need multiple files that share the same general structure or data labels. For instance, you may create monthly worksheets that list product sales for different regions. Since the regions and product names are the same from month to month, it's easier to copy the previous month's file and

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delete the sales figures than it is to re-enter everything from scratch.

In such cases, you may be able to reduce your cleanup efforts, particularly if the variable data is in a lot of noncontiguous ranges. Assuming you just want to keep the worksheet's text entries, which act as descriptive labels, you can easily select all of the numeric, date, and other remaining data at once and delete it.

To do so, choose Edit | Go To from the menu bar. Then, click the Special button to display the Go To Special dialog box. Next, select the Constants option button and clear the Text check box. Finally, click OK. Excel will select all of the non-text entries. All you have to do now is press the [Delete] key to remove the unwanted data.

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